

Department of Commerce
 Departmental Management
 Budget Estimates, Fiscal Year 2001
 Congressional Submission

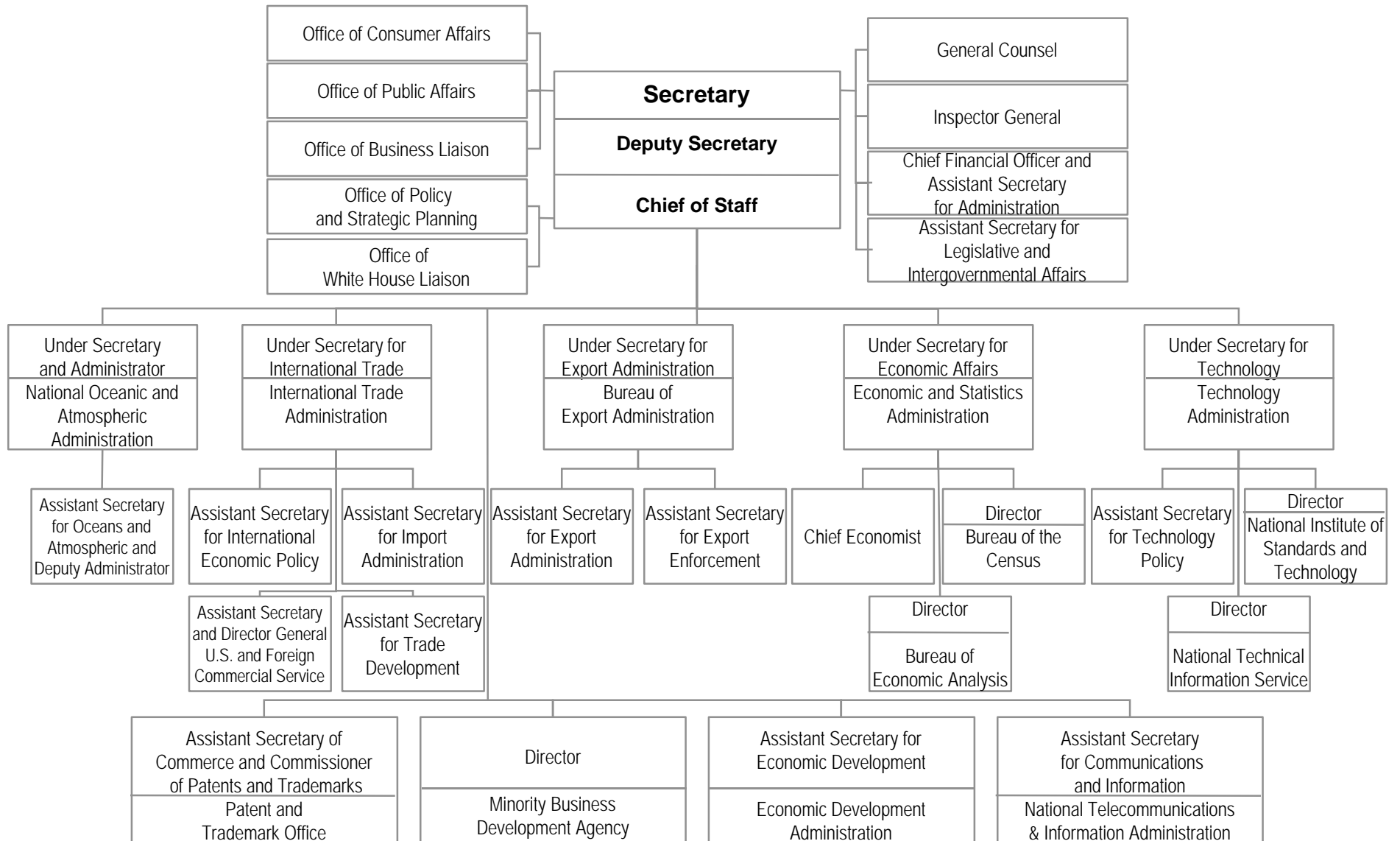
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EXECUTIVE SUMMARY

MAJOR PROPOSED INITIATIVES

This Departmental Management request is expanded beyond its traditional structure of a Salaries and Expenses account to request significant critical Departmental initiative funding as direct appropriations. This request incorporates: establishing Security activities as a separate direct appropriation AND funding core Digital Department technology initiatives as a direct appropriation instead of within the Working Capital Fund (WCF). The WCF is NOT proposing any program increases. The WCF presentation provides additional information to clarify and make more transparent the WCF account.

Security, formerly an activity billed to Departmental Bureaus through the WCF, has been removed from the WCF and consolidated into one appropriation. By highlighting this major activity, we have provided an opportunity to review in one place the critical initiatives proposed. Security's base has been funded through prior year Bureau funding and the base amount is presented in the same amount the Bureaus are billed through the WCF. Security is proposing an increase of 17 positions and \$1,550,000 to be in compliance with statutory requirements.

Digital Department core technology initiatives are consolidated as a separate appropriation request. This provides for the examination of these fundamental investments in information infrastructure for the Office of the Secretary as a separate appropriation instead of being included as a WCF program increase. These investments of \$5,800,000 are more fully described separately.

The WCF has made improvements in the Congressional budget presentation clearly presenting information in a format similar to other Bureau justifications. Over the course of the past year, the WCF has made significant movement toward the goals of transparency, timeliness, and Bureau predictability.

The Franchise Fund is a pilot program to promote entrepreneurial business activities in common administrative services across the Federal Government. Expiration of this program is FY 2002.

This budget includes the Emergency Steel, Oil and Gas Loan Guarantee Programs. As required by the Federal Credit Reform Act of 1990 a non-budgetary financing account and a program account to record subsidy and administrative costs have been established. The Steel loan guarantee limit is not to exceed \$1,000,000,000 and the Oil and Gas loan guarantee limit is not to exceed \$500,000,000.

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EXECUTIVE SUMMARY

Salaries and Expenses Base Program

The Department of Commerce promotes job creation, economic growth, sustainable development, and improved living standards for all Americans by working in partnership with businesses, universities, communities and workers to: 1) Build for the future and promote U.S. competitiveness in the global marketplace, by strengthening and safeguarding the nation's economic infrastructure; 2) Keep America competitive with cutting-edge science and technology and an unrivaled information base; and, 3) Provide effective management and stewardship of our nation's resources and assets to ensure sustainable economic opportunities. By participating fully in efforts to change the nature and recent course of the Nation's economy, the Department seeks to be at the forefront of building and sustaining economic growth, creating jobs, and encouraging long-term investment. To accomplish this, Commerce is stressing programs to help build public-private partnerships that can find and develop new businesses and trade opportunities.

The Department of Commerce fully supports the President in his effort to lead the Nation in establishing and retaining our position of world technological leadership. Commerce's uniquely business and industry-related programs can help realize the priority goals of the President in the areas of trade, technology, telecommunications networks and infrastructure, environmental infrastructure, economic development, and minority business.

Overall policy direction of the operating bureaus is exercised through the function of the Secretary, the Deputy Secretary and the various Secretarial Officers. The specific functions and programs of the Department that make up these broad activities are authorized by the Department's Organic Act (Act of February 14, 1903 Stat 825) and by other legislation. They also include responsibilities transferred from other agencies by Presidential Reorganization Plans, as well as responsibilities assigned to the Secretary of Commerce by Executive Order or other actions of the President. The Departmental Management of the functions and authorities of the Department is vested in the Secretary of Commerce.

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EXECUTIVE SUMMARY

DEPARTMENTAL MANAGEMENT - SUMMARY OF REQUESTED APPROPRIATIONS
 (Dollar amounts in thousands)

<u>Appropriation</u>		2000 Currently Available		2001 Estimate		Increase (+) Decrease (-)	
		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
Salaries and Expenses	Pos./Approp.	230	\$31,392	223	\$32,340	-7	\$948
	FTE	220		213		-7	
Security	Pos./Approp.	0	0	154	13,268	154	13,268
	FTE	0		154		154	
Digital Department	Pos./Approp.	0	0	0	5,800	0	5,800
	FTE	0		0		0	
TOTAL		230	\$31,392	377	\$51,408	147	\$20,016
		220		367		147	

Department of Commerce
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SUMMARY OF GOALS, OBJECTIVES, AND PERFORMANCE MEASURES

<u>DOC Strategic Goal</u>	<u>Bureau Goal</u>	<u>Bureau Objective</u>	<u>Office/Program</u>	<u>Outputs</u>	<u>Outcomes</u>
1) Promote Economic Growth	Provide Departmental Policies, Planning, and Administrative Guidance to Ensure Implementation of the Department's Mission	Develop Policies and Procedures for Oversight Coordination, Direction and Guidance	Departmental Management	Policy Implementation of Secretarial Priorities and Consistent Bureau Operations	Bureaus working Together to Accomplish the Department's Mission
2) Stimulate Innovation for American Competitiveness					
3) Advance Sustainable Economic Development					

Department of Commerce
Departmental Management
Salaries and Expenses
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

	Positions	FTE	Budget Authority	Direct Obligations
Appropriation Available, 2000	230	220	31,392	36,530
less: Transfer to Security	(7)	(7)	(497)	(497)
less: Obligations from prior years				(5,138)
plus: 2001 Adjustments to base			1,445	1,445
2001 Base	223	213	32,340	32,340
plus: program increase	-0-	-0-	-0-	-0-
2001 Estimate	223	213	32,340	32,340

		1999 Actuals		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
Comparison by activity:		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Executive Direction	Pos./BA	93	15,178	93	12,574	93	13,262	93	13,262	-0-	-0-
	FTE/Obl.	81	14,639	89	13,718	89		89		-0-	-0-
Departmental Staff Services	Pos./BA	167	23,625	137	18,818	130	19,078	130	19,078	-0-	-0-
	FTE/Obl.	126	20,020	131	22,812	124		124		-0-	-0-
TOTALS	Pos./BA	260	38,803	230	31,392	223	32,340	223	32,340	-0-	-0-
	FTE/Obl.	207	34,659	220	36,530	213		213		-0-	-0-

Adjustments to Obligations:

Recoveries

Unobligated balance, start of year (995) (5,138)

Unobligated balance, transferred

Unobligated balance, end of year 5,138

Unobligated balance, expiring 1

Financing from Transfers:

Transfer from other accounts (-) (8,866)

Transfer to other accounts (+) -0-

Appropriation	29,937	31,392	32,340	32,340	-0-
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NOTE: FY 1999 Positions differ from the FY 2001 Budget in Brief

Department of Commerce
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 SUMMARY OF FINANCING
 (Dollar amounts in thousands)

	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
Total Obligations	84,895	384,530	390,340	390,340	-0-
Offsetting collections from:					
Federal funds	(50,236)	(348,000)	(358,000)	(358,000)	-0-
Trust funds					
Non-Federal sources					
Recoveries					
Unobligated balance, start of year	(995)	(5,138)			
Unobligated balance, transferred		-0-			
Unobligated balance, end of year	5,138	-0-			
Unobligated balance, expiring	1	-0-			
Budget Authority	38,803	31,392	32,340	32,340	-0-
Financing:					
Transfer from other accounts (-)	(8,866)				
Transfer to other accounts (+)	-0-	-0-			
Appropriation	29,937	31,392	32,340	32,340	-0-

Department of Commerce
 Departmental Management
 Salaries and Expenses
 ADJUSTMENTS TO BASE
 (Dollar amounts in thousands)

	<u>Pos</u>	<u>FTE</u>	<u>Amount</u>
Transfers:	(7)	(7)	(738)
Adjustment:			-0-
Financing:			-0-
Other Changes:			
Annualization of FY 2000 pay raise			279
FY 2001 pay raise			669
Within-grade step increases			260
Changes in Compensable Days			(75)
Civil Service Retirement System (CSRS)			24
Federal Employees' Retirement System (FERS)			(31)
Thrift Savings Plan (TSP)			(5)
Federal Insurance Contribution Act (FICA) - OASDI			28
Health Insurance			72
Employees Compensation Fund			(18)
Travel, Per Diem			6
Travel, Common Carrier			7
Rental Payments to GSA			71
Printing and reproduction			2
Other Services:			
Working Capital Fund			89
Commerce Administrative Management Systems (CAMS)			95
Executive Development and Leadership Training			180
General Pricing Level Adjustment			37
National Archives and Records Administration			(4)
Subtotal, Other Changes			1,686
Total, adjustments to base	<u>(7)</u>	<u>(7)</u>	<u>948</u>

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JUSTIFICATION OF ADJUSTMENTS TO BASE
(Dollar amounts in thousands)

	<u>FTE</u>	<u>Amount</u>
Transfers:		
Security transfer	(7)	(497)
Transfer of CAMS to NIST/FARS	0	(151)
Transfer from WCF to Security	0	(90)
Pay Raises.		948

Annualization of FY 2000 Pay Raise

A pay raise of 4.8% is effective January 2000.

Total cost in FY 2001 of the FY 2000 pay increase	1,048,000
Less amount requested in FY 2000	(769,000)
Amount requested in FY 2001 for FY 2000 pay increase	279,000

FY 2001 Pay Raise

A general pay raise of 3.7% is assumed to be effective January 1, 2001

Total cost in FY 2001 of pay increase	545,000
Payment to Working Capital Fund	124,000
Amount requested in FY 2001 for FY 2001 pay increase	669,000

Within-grade step increase.

260

An increase of \$260,466 is required to cover the cost of within-grade step increases. This estimate reflects the net cost of step increases which will be earned in FY 2001.

Estimated number of within-grade step increases	177
Step increases not earned due to turnover (17.0% x 177)	30
Average step above step 1 per separation	2
Average cost of within-grade step increase	1,907
Gross cost of scheduled step increases (\$1,907 x 177)	337,539
Less savings due to separations (\$1,907 x 30 x 2)	(114,420)
Subtotal, personnel compensation	223,119
Benefits	37,347
Total adjustment to base	260,466

	<u>FTE</u>	<u>Amount</u>
Changes in Compensable Days.		(75)
The decreased cost of one less compensable day in FY 2001 compared to FY 2000 is calculated by dividing the FY 2000 estimated personnel compensation (\$16,788,000) and applicable benefits (\$2,844,297) by 261 compensable days. The cost decrease of one compensable day is \$75,220.		
Civil Service Retirement System (CSRS).		24
The number of employees covered by the Civil Service Retirement System (CSRS) will increase slightly due to the overstatement of the decrease last year from 40.4% in FY 2000 to 42.1% in FY 2001. The contribution rate remained the same at 8.51%.		
	FY 2001 (\$16,788,000 x .421 x .0851)	601,465
	FY 2000 (\$16,788,000 x .404 x .0851)	<u>577,178</u>
	Total adjustment to base	24,287
Federal Employees' Retirement System (FERS).		(31)
The number of employees covered by FERS will decrease slightly due to the overstatement of the FERS increase last year from 59.6% in FY 2000 to 57.9% in FY 2001. The contribution rate will remain the same at 10.7%.		
	FY 2001 (\$16,788,000 x .579 x .1070)	1,040,067
	FY 2000 (\$16,788,000 x .596 x .1070)	<u>1,070,604</u>
	Total adjustment to base	(30,537)
Thrift Savings Plan (TSP).		(5)
The cost of agency contributions to the Thrift Savings Plan will decrease slightly due to the overstatement of the FERS increase last year from 59.6% in FY 2000 to 57.9% in FY 2001. The increase in the participation rate from 3.99% in FY 2000 to 4.06% in FY 2001 results in a decreased cost because of the overstatement of the FERS increase last year.		
	FY 2001 (\$16,788,000 x .579 x .0406)	394,642
	FY 2000 (\$16,788,000 x .596 x .0399)	<u>399,225</u>
	Total adjustment to base	(4,583)

	<u>FTE</u>	<u>Amount</u>
Federal Insurance Contributions Act (FICA) - OASDI.		28
The OASDI tax rate will remain constant at 6.2%. The annual salary subject to the OASDI tax will rise from \$73,275 in FY 2000 to \$78,450 in FY 2001. The percent of salaries below the cap will increase from 81.11% in FY 2000 to 88.13% in FY 2001. And the total salaries taxable by OASDI will decrease from 59.6% in FY 2000 to 57.9% in FY 2001. The combination of the above adjustments results in a net increase of \$28,317.		
FERS payroll subject to FICA tax in FY 2001 (\$16,788,000 x .579 x .881)	531,120	
FERS payroll subject to FICA tax in FY 2000 (\$16,788,000 x .596 x .811)	503,166	
Subtotal	27,954	
Other payroll subject to FICA tax in FY 2001 (\$218,000 x .579 x .8813 x .	6,897	
Other payroll subject to FICA tax in FY 2000 (\$218,000 x .596 x .8111 x .	6,534	
Subtotal	363	
Total adjustment to base	28,317	
 Health Insurance.		72
Effective January 1999, the cost of the U.S. Government's contribution to the Federal employee's health insurance premium increased by 12.36%. Applied against the FY 2000 estimate of \$581,000, the additional amount required is \$71,812.		
 Employees Compensation Fund.		(18)
The Employees Compensation Fund bill for the year ending June 30, 1999 is \$18,000 lower than the bill for the year ending June 30, 1998. The charges will be reimbursed to the Department of Labor pursuant to 5 U.S.C. 8147.		
 Travel, Per Diem.		6
General Services Administration has issued revised travel per diem rates resulting in a 5.4% increase. This percentage applied against the FY 2000 estimate of \$110,000 results in an increase of \$5,940.		
 Travel, Common Carrier.		7
Rates for common carrier are anticipated to increase 39% for the additional cost for purchases of airline tickets in contracting with a travel agency under the new travel method. This percentage applied against the FY 2000 estimate of \$18,000 results in an increase of \$7,020.		
 Rental Payments to GSA.		71
GSA rates are projected to increase 2.1% for FY 2001. This percentage was applied to the FY 2000 estimate of \$3,358,000 to arrive at an increase of \$70,518.		

	<u>FTE</u>	<u>Amount</u>
Printing and Reproduction.		2
GPO has provided an estimated rate increase of 3.3%. This percentage was applied to the FY 2000 estimate of \$57,000 to arrive at an increase of \$1,881.		
Other Services:		
Working Capital Fund.		89
An additional \$89,000 is required to fund cost increases in Departmental Management's Working Capital Fund.		
Commerce Administrative Management System (CAMS).		95
An increase of \$95,000 has been made to reflect an increase in costs for the O/S portion of CAMS.		
Executive Development and Leadership Training.		180
An increase of \$180,000 (\$5,000 x 36 SES employees) has been made for executive development and leadership training for each on-board Senior Executive Service position.		
General Pricing Level Adjustment.		37
This request applies 1.5% based on OMB economic assumptions for FY 2001 to sub-object classes where the prices that the Government pays are established through the market system. Factors are applied to rental payments to others (\$1,035); communications, utilities, and miscellaneous charges (excluding postage & FTS) (\$3,855); other services (\$21,165); supplies and materials (\$3,345); and equipment (\$7,530).		
National Archives and Records Administration Storage Costs		(4)
The National Archives and Records Administration (NARA) costs are expected to decrease from \$29,000 in FY 2000 to \$25,000 in FY 2001.		
Subtotal, Other Changes	<u>0</u>	<u>1,686</u>
Total FY 2001 adjustments to base.	<u>(7)</u>	<u>948</u>

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 Salaries and Expenses
 PROGRAM AND PERFORMANCE: DIRECT OBLIGATIONS
 (Dollar amounts in thousands)

Comparison by activity:		1999 Actuals		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Executive Direction	Pos./BA	93	15,178	93	12,574	93	13,262	93	13,262	-0-	-0-
	FTE/Obl.	81	14,639	89	13,718	89		89		-0-	-0-
Departmental Staff Services	Pos./BA	167	23,625	137	18,818	130	19,078	130	19,078	-0-	-0-
	FTE/Obl.	126	20,020	131	22,812	124		124		-0-	-0-
TOTALS	Pos./BA	260	38,803	230	31,392	223	32,340	223	32,340	-0-	-0-
	FTE/Obl.	207	34,659	220	36,530	213		213		-0-	-0-

NOTE: FY 1999 Positions differ from the FY 2001 Budget in Brief

Department of Commerce
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Salaries and Expenses
JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals

Provide Departmental policies, planning, and administrative guidance to ensure the efficient and effective implementation of the Department's mission statement.

Objectives

Within the Salaries and Expenses Appropriation two budgetary line activities fund the senior officials and supporting staff responsible for providing leadership for ensuring the accomplishment of the Department's mission.

Executive Direction:

To develop and implement Departmental policies and coordinate Bureau program activities to accomplish the Departmental mission. This includes the oversight, direction and coordination of the Department's many activities and the representation of the Administration before the public, the business community, the Congress and other executive agencies and departments.

Departmental Staff Services:

To develop and implement the Department's internal policies, procedures, and other administrative guidelines. To allow the Secretary to plan, supervise and direct the resources and programs of the Department and executes his obligations under law. To ensure consistency in the bureaus' administrative operations and provide for consistency among bureau administrative policies and procedures

Department of Commerce
Departmental Management
Salaries and Expenses
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11 Personnel compensation:					
11.1 Full-time permanent	15,241	17,355	17,583	17,583	0
11.3 Other than full-time permanent	34	32	32	32	0
11.5 Other personnel compensation	454	306	305	305	0
11.9 Total personnel compensation	15,729	17,693	17,920	17,920	0
12.1 Civilian personnel benefits	2,997	4,019	3,988	3,988	0
13 Benefits for former personnel	32	97	97	97	0
21 Travel and transportation of persons	720	499	293	293	0
22 Transportation of things	9	0	0	0	0
23.1 Rental payments to GSA	3,471	3,407	3,428	3,428	0
23.2 Rental payments to others	31	69	70	70	0
23.3 Communication, utilities and miscellaneous charges	374	1,014	518	518	0
24 Printing and reproduction	33	57	59	59	0
25.1 Consulting services	0	0	0	0	0
25.2 Other services	4,960	2,204	1,485	1,485	0
25.3 Purchase of Goods and services from Gov't account	5,859	6,742	3,746	3,746	0
26 Supplies and materials	292	226	226	226	0
31 Equipment	150	503	510	510	0
41 Grants, subsidies and contributions	0	0	0	0	0
43 Interest and dividends	1	0	0	0	0
99 Total obligations	34,658	36,530	32,340	32,340	0
Less prior year recoveries			0	0	0
TOTAL BUDGET AUTHORITY			32,340	32,340	0

Department of Commerce
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 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Personnel Data	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
Full-Time Equivalent Employment:					
Full-time permanent	200	219	212	212	0
Other than full-time permanent	<u>7</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>0</u>
Total	207	220	213	213	0
Authorized Positions:					
Full-time permanent	258	228	221	221	0
Other than full-time permanent	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>0</u>
Total	260	230	223	223	0

NOTE: FY 1999 Positions differ from the FY 2001 Budget in Brief

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DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11	Personnel compensation:				
11.1	Full-time permanent				
	Executive level	0	629	629	0
	Senior executive service	108	3,563	3,563	0
	General schedule	352	13,391	13,391	0
	Subtotal	460	17,583	17,583	0
11.3	Other than full-time permanent:				
	General schedule		32	32	0
11.5	Other personnel compensation:				
	Overtime	0	0	0	0
	SES performance awards	0	87	87	0
	Cash awards	(1)	218	218	0
	Subtotal	(1)	305	305	0
11.9	Total personnel compensation	459	17,920	17,920	0
12.1	Civilian personnel benefits:				
	Civil service retirement system	51	813	813	0
	Federal employees' retirement system	6	1,098	1,098	0
	Thrift savings plan	7	341	341	0
	Federal insurance contribution act (FICA) - OASDI	57	832	832	0
	Health insurance	84	676	676	0
	Life Insurance	1	30	30	0
	Employees' compensation fund	(18)	198	198	0
	Subtotal	188	3,988	3,988	0
13	Benefits for former personnel		97	97	0

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DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
21	Travel and transportation of persons:				
	Common carrier	6	153	153	0
	Foreign	0	0	0	0
	Mileage	0	5	5	0
	Per diem/actual	5	115	115	0
	Vehicular	0	20	20	0
	Other	0	0	0	0
	Subtotal	11	293	293	0
22	Transportation of things				0
23.1	Rental payments to GSA	21	3,428	3,428	0
23.2	Rental payments to others	1	70	70	0
23.3	Communication, utilities and miscellaneous charges:				
	Rental of ADP equipment				
	Rental of office copying equipment				
	Other equipment rental				
	Federal telecommunications system	4	191	191	0
	Other telecommunications services	0	257	257	0
	Postal service by USPS	0	70	70	0
	Other	0	0	0	0
	Subtotal	4	518	518	0
24	Printing and reproduction:				
	Publications	0	10	10	0
	Other	2	49	49	0
	Subtotal	2	59	59	0

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Salaries and Expenses
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes	2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
25.1 Consulting services:				
Management and professional support services				
Studies, analyses and evaluations				
Engineering and technical services				
Subtotal	0	0	0	0
25.2 Other services:				
Training University	0	13	13	0
Other	174	298	298	0
Maintenance of equipment	0	19	19	0
ADP services	0	58	58	0
Telecommunications services	0	84	84	0
Other non-government contracts	0	870	870	0
Other	14	143	143	0
Subtotal	188	1,485	1,485	0
25.3 Purchase of Goods and services from Gov't accounts:				
Office of personnel management	0	14	14	0
GSA reimbursable services	0	0	0	0
CAMS	95	0	0	0
Payments to GA's WCF	(28)	3,732	3,732	0
Subtotal	67	3,746	3,746	0
26 Supplies and materials:				
Office supplies	0	187	187	0
ADP supplies	0	39	39	0
Other	0	0	0	0
Subtotal	0	226	226	0

Department of Commerce
 Departmental Management
 Salaries and Expenses
 DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
31	Equipment:				
	Office machines and equipment	0	30	30	0
	ADP hardware	7	467	467	0
	ADP software	0	13	13	0
	Other	0	0	0	0
	Subtotal	7	510	510	0
41	Grants, subsidies and contributions				
43	Interest and dividends				
99	Total obligations	948	32,340	32,340	0
	Less prior year recoveries				
	TOTAL BUDGET AUTHORITY	948	32,340	32,340	0

Department of Commerce
Departmental Management
Salaries and Expenses
Appropriation Summary Statement

Appropriation: Salaries and Expenses

The Appropriation "Salaries and expenses", provides funding for the Secretary, Deputy Secretary and support staff. Responsibilities include policy development and implementation affecting U.S. and international activities as well as establishing internal goals and objectives for the operation of the Department. The functions include primary liaison with the Executive Branch, Congressional and private sector groups, and acting as the management and administrative control point for the Department.

The "Salaries and expenses" budget request for 2001 is \$32,340,000.

Department of Commerce
Departmental Management
Salaries and Expenses
Appropriation Language and Code Citation

Appropriation: Salaries and Expenses

1. For expenses necessary for the general administration of the Department of Commerce provided for by law.

15 U.S.C. 1501

15 U.S.C. 1501 provides that: "There shall be...the Department of Commerce, and a Secretary of Commerce, who shall be the head thereof..." The sections which follow 15 U.S.C. 1501 establish various Assistant Secretaries and define general powers and duties of the Department.

2. Including not to exceed \$3,000 for official entertainment.

No Specific Authority

5 U.S.C. 5536 prohibits additional pay or allowance to employees unless the appropriation therefore specifically states that it is for the additional pay or allowance.

Department of Commerce

Salaries and Expenses

(Dollar amounts in thousands)

	Actual	2000	Estimate
Management and professional services	0	\$0	0
Management and support services for research and development.	0	0	0
.....	<u>\$0</u>		<u>\$0</u>

appointments for consulting and advisory and assistance services. The Deputy Secretary is responsible for the overall control and approval to perform highly specialized services that cannot be performed by available personnel, such as: Providing advice and assistance for a

Department of Commerce
 Departmental Management
 Salaries and Expenses
 Periodicals, Pamphlets, and Audiovisual Products
 (Dollar amounts in thousands)

	1998 Actual	1999 Actual	2000 Estimate	2001 Estimate
Periodicals	\$16	\$19	\$17	\$17
Pamphlets	0	0	0	0
Audiovisuals	0	0	0	0
Total	\$16	\$19	\$17	\$17

Pamphlets

Pursuant to 15 U.S.C. 1519, the Secretary of Commerce must make a report in writing to Congress giving an account of all monies received and disbursed by the Department. He must also describe the work done by the Department in fostering, promoting and developing the foreign and domestic commerce, the mining, manufacturing and fishery industries of the U.S., and make such recommendations as he shall deem necessary for the effective performance of the duties and purposes of the Department. In addition to the description and accomplishments of the Department and its various units, this report includes a directory of key officials, and a summary of employment and financing for the past year.

Department of Commerce
 Departmental Management
 Salaries and Expenses
 Average Grade and Salaries

	1999 Actual	2000 Estimate	2001 Estimate
Average ES Grade.	2.86	2.86	2.80
Average GS/GM Grade.	12.28	12.26	12.29
Average GS/GM Salary.	\$62,892	\$66,273	\$68,643

Department of Commerce
Departmental Management
Security
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

	Positions	FTE	Budget Authority	Direct Obligations
Appropriation, 2000	-0-	-0-	-0-	
plus: transfer from Salaries and Expenses	7	7	497	
plus: transfer from Working Capital Fund	130	130	-0-	
plus: transfer from Bureaus	-0-	-0-	10,824	
plus: 2001 Adjustments to base	-0-	-0-	397	
2001 Base	137	137	11,718	
plus: 2001 Program increase	17	17	1,550	
2001 Estimate	154	154	13,268	13,268

		1999 Actual		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
Comparison by activity:		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Security	Pos./BA	-0-	-0-	[137]*	[11,321]*	137	11,718	154	13,268	17	1,550
	FTE/Obl	-0-	-0-	[137]*	[0]*	137		154		17	
Adjustments to obligations:											
Recoveries											
Unobligated balance, start of year											
Unobligated balance, transferred											
Unobligated balance, end of year											
Unobligated balance, expiring											
Financing from Transfers:											
Transfer from other accounts (-)											
Transfer to other accounts (+)											
Appropriation		-0-	-0-	[137]*	[11,321]*	137	11,718	154	13,268	17	1,550

* In FY 2000, Security was billed to Bureaus through the Working Capital Fund (130 FTE and \$10,824,000) and included in the Salaries and Expenses (7 FTE and \$497,000) accounts.

Department of Commerce
Departmental Management
Security
SUMMARY OF FINANCING
(Dollar amounts in thousands)

	1999 Actual	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
Total obligations	-0-	[19,584] *	19,981	21,531	1,550
Offsetting collections from:					
Federal funds	-0-	[(8,263)] *	(8,263)	(8,263)	-0-
Trust funds					
Non-Federal sources					
Recoveries					
Unobligated balance, start of year					
Unobligated balance, transferred					
Unobligated balance, end of year					
Unobligated balance, expiring					
Budget Authority	-0-	[11,321] *	11,718	13,268	1,550
Financing:					
Transfer from other accounts (-)					
Transfer to other accounts (+)					
Appropriation	-0-	[11,321] *	11,718	13,268	1,550

* In FY 2000, Security was billed to Bureaus through the Working Capital Fund and included in the Salaries and Expenses account.

Department of Commerce
Departmental Management
Security
ADJUSTMENTS TO BASE
(Dollar amounts in thousands)

Exhibit 8

	<u>FTE</u>	<u>Amount</u>
Transfer from Departmental Management's Working Capital Fund.	130	0
Transfer from Bureaus.	0	10,824
Transfer from Departmental Management's Salaries and Expenses.	<u>7</u>	<u>497</u>
Subtotal, Transfers.	137	11,321
<u>Other changes:</u>		
2000 Pay Raise	86
2001 Pay Raise	209
Within-grade step increases	55
One less compensable day.	(29)
Civil Service Retirement System (CSRS)	9
Federal Employees Retirement System (FERS)	(12)
Thrift Savings Plan	(2)
Federal Insurance Contributions Act (FICA)-OASDI	(7)
Health insurance	35
Travel	7
Rental payments to GSA	11
Printing	1
General Pricing Level Adjustments	<u>...</u>	<u>34</u>
Subtotal, other changes	397
Total, adjustments to base	137	11,718

Department of Commerce
Departmental Management
Security
JUSTIFICATION OF ADJUSTMENTS TO BASE
(Dollar amounts in thousands)

Exhibit 9

	<u>FTE</u>	<u>Amount</u>
Transfer.	137	11,321
The Working Capital Fund will transfer 130 FTE and Bureaus will transfer \$10,824,000 to the Departmental Management Security appropriation for FY 2001. Departmental Management Salaries and Expenses will transfer 7 FTE and \$497,000.		
<u>Other changes:</u>		
<u>FY 2000 Pay Raise</u>	86
A pay raise of 4.8% is effective January 1, 2000.		
Total cost in 2001 of 2000 pay increase		323,088
Less amount funded in 2000		<u>236,931</u>
Amount requested in 2001 to provide full-year cost of 2000 pay increase		86,157
<u>FY 2001 Pay Raise</u>	209
A general pay raise of 3.7% is assumed to be effective January 1, 2001.		
Total cost of 2001 pay increase		209,000
Less amount absorbed		<u>209,000</u>
Amount requested for FY 2001 pay increase		209,000
<u>Within-grade step increases</u>	55
An increase of \$55,402 is required to cover the cost of within-grade step increases. This estimate reflects the net cost of step increases including merit pay increases which will be earned in 2001.		
Estimated number of within-grade step increases		42
Step increases not earned due to turnover (16.9% x 42)		7
Average step above step 1 per separation		2
Average cost of within-grade step increase		1,706
Gross cost of scheduled step increases (\$1,706 x 42)		71,652
Less: Savings from separations (\$1,706 x 7 x 2)		<u>(23,884)</u>
Subtotal, personnel compensation		47,768
Benefits		<u>7,634</u>
Subtotal adjustment to base		55,402
<u>Changes in compensable days</u>	(29)
The decreased cost of one less compensable day in FY 2001 compared to FY 2000 is calculated by dividing the FY 2000 estimated personnel compensation and applicable benefits by 261 compensable days. The cost decrease of one compensable day is \$28,701.		

	<u>FTE</u>	<u>Amount</u>
<u>Civil Service Retirement System (CSRS)</u>	9
The estimated percentage of payroll for CSRS employees increased slightly this year due to an overstatement of the decrease last year. CSRS participation estimate increases from 40.4% in 2000 to 42.1% in 2001. Contribution rates will remain the same at 8.51%.		
FY 2001 CSRS basic benefits (\$6,505,000 x .421 x .0851)	233,055	
FY 2000 CSRS basic benefits (\$6,505,000 x .404 x .0851)	<u>223,645</u>	
Adjustment to base for FY 2001	9,410	
<u>Federal Employees' Retirement System (FERS)</u>	(12)
The estimated percentage of payroll for eligible employees covered by FERS will decrease, due to the overstatement of the FERS increase last year, from 59.6% in 2000 to 57.9% in 2001. Contribution rates will remain the same at 10.7%.		
Basic benefit cost in 2001 (\$6,505,000 x .579 x .107)	403,004	
Basic benefit cost in 2000 (\$6,505,000 x .596 x .107)	<u>414,837</u>	
Adjustment to base for FY 2001	(11,833)	
<u>Thrift Savings Plan</u>	(2)
The cost of agency contributions to the Thrift Savings Plan will decrease slightly from 59.6% to 57.9% due to the overstatement of the FERS increase last year. The contribution rate is expected to remain the same at 2%.		
2001 Thrift Savings Plan (\$6,505,000 x .579 x .02)	75,328	
2000 Thrift Savings Plan (\$6,505,000 x .596 x .02)	<u>77,540</u>	
Adjustment to base for FY 2001	(2,212)	
<u>Federal Insurance Contributions Act (FICA)</u>	(7)
The cost of agency contributions to FICA will decrease slightly from 59.6% to 57.9% due to the overstatement of the FERS increase last year. The estimated percentage of salaries covered by OASDI will also decrease from 94.8% to 94.6% and the maximum salary subject to OASDI tax will rise to \$78,450 in FY 2001 from \$73,275 in FY 2000. The OASDI tax rate will remain 6.2% in FY 2001. This will result in an decrease of \$7,197 as follows:		
<u>OASDI:</u>		
FERS OASDI tax in 2001 (\$6,505,000 x .579 x .946 x .062)	220,907	
FERS OASDI tax in 2000 (\$6,505,000 x .596 x .948 x .062)	<u>227,873</u>	
Subtotal	(6,966)	
OASDI tax in 2001 (\$216,000 x .579 x .946 x .062)	7,335	
OASDI tax in 2000 (\$216,000 x .596 x .948 x .062)	<u>7,567</u>	
Subtotal	(232)	
Total OASDI adjustment to base	(7,198)	

	<u>FTE</u>	<u>Amount</u>
<u>Health Insurance</u>	35
Effective January 1999 the cost of the U.S. Government's contribution to the Federal Employees' health insurance premiums increased by 12.36%. Applied against the 2000 estimate of \$280,000, the additional amount required is \$34,608.		
<u>Rental Payments to GSA</u>	11
GSA rates are projected to increase 2.1% in FY 2001. This percentage was applied to the FY 2000 estimate of \$520,000 which results in an increase of \$10,920.		
<u>GPO Printing</u>	1
GPO has provided an estimated rate increase of 3.3 percent. This percentage was applied to the FY 2000 estimate of \$29,000 for an increase of \$957.		
<u>General Pricing Level Adjustments</u>	34
This request applies OMB economic assumptions of 1.5% for 2001 to subobject classes where the prices that the government pays are established through the market system. Factors are applied to; communications, utilities and miscellaneous [\$660]; other services [\$18,360]; supplies and materials [\$3,300]; and equipment [\$12,150] for an increase of \$34,485.		
Subtotal, Other changes	0	397
Total, Adjustments to Base	137	11,718

Department of Commerce
 Departmental Management
 Security
 PROGRAM AND PERFORMANCE: DIRECT OBLIGATIONS
 (Dollar amounts in thousands)

Comparison by activity:		1999 Actuals		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Security	Pos./BA	-0-	-0-	[137] *	[11,321] *	137	11,718	154	13,268	17	1,550
	FTE/Obl.	-0-	-0-	[137] *	[0] *	137		154		17	

* In FY 2000, Security was included in the Working Capital Fund,[\$10,824,000 and 130 FTE] and Salaries and Expenses [\$497,000 and 7 FTE] accounts.

Department of Commerce
Departmental Management
Security
JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals and Objectives

Goals and Objectives: To provide necessary planning, development and implementation of policies and procedures for the management and delivery of security services for the Office of the Secretary and all other elements of the Department.

Objectives:

The Office of Security provides a full range of responsibilities for establishing and enforcing policies and procedures for personnel security; safeguarding classified and sensitive documents and information; and safeguarding, assessing risks, providing threat vulnerability assessments, and facilitating accreditation of communication and Information Technology systems that process, store, or transmit data classified in accordance with Executive Order 12958, Classified National Security Information.

The Office of Security provides Counterintelligence, Operations Security and Counter-terrorism support to the entire Department of Commerce to proactively protect crucial Commerce information, personnel, and other assets by identifying, monitoring, and neutralizing known and suspected foreign intelligence service or other adversarial organizations who may threaten the safety or integrity of Commerce personnel and activities.

Department of Commerce
Departmental Management
Security
INCREASE FOR 2001
(Dollar Amounts in thousands)

Exhibit 13

Comparison by Activity:	2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
Security						
Pos./BA	137	11,718	154	13,268	17	1,550
FTE	137		154		17	

Office of the Deputy Assistant Secretary for Security (+ 17 FTE/Pos , +\$1,550)

The Office of the Deputy Assistant Secretary for Security must plan, develop, and implement security programs to meet statutory and regulatory requirements for protection of critical infrastructure, personnel, facilities, and technologies. Specific requirements for security programs include Executive Order 12968 for personnel security; Presidential Decision directive (PDD) 67 for Continuity of Government; PDD-63 on Critical Infrastructure protection; PDD-12 on Counterintelligence; PDD-39 and PDD-62 on counter-terrorism; and other National Security Council policy directives. Protecting the Commerce Department's personnel, facilities, critical information, infrastructure, and technologies remains vital to support and promote the Department's objectives of enhancing our Nation's economic infrastructure to promote U.S. competitiveness in the global marketplace and in effectively managing our Nation's resources and assets to ensure sustainable economic opportunities for all Americans.

In order to carry out the statutory and regulatory requirements and to support the Department's objectives, the Office of Security (OSY) will provide guidance, direction, management, and oversight of the Department's security programs, activities, and services both nationally and internationally. Security operations and activities, to fulfill these responsibilities, include programs to protect Department personnel, facilities, and property; provide emergency preparedness planning for continuity of government operations; protect critical information, infrastructures, and technologies; safeguard national security and sensitive information; implement a comprehensive and integrated information technology security program; ensure compliance with National and Departmental security policies and procedures; implement a Departmental counterintelligence program that evaluates threats, assesses risks, and determines counter-measures to be applied; and provide guidance and oversight to all Departmental offices and operating units on security related matters.

DM-38

Department of Commerce
 Departmental Management
 Security
 PROGRAM CHANGE PERSONNEL DETAIL

Activity: Deputy Assistant Secretary for Security
 Program Change: Office of Security

<u>Title</u>	<u>Grade</u>	<u>Number</u>	<u>Annual Salary</u>
Security Specialist	14	2	\$137,140
Security Specialist	12	2	97,592
Security Specialist	11	3	122,142
Security Specialist	9	8	269,200
Security Policy Analyst	9	1	33,650
General Engineer	9	1	33,650
Subtotal		17	693,374
Less 25% Lapse			(173,343)
			520,031
FY 2001 Pay Raise	3.7%		19,241
Total Salaries w/ Pay Raise and Locality			539,272
Benefits	23.90%		128,886
Total Salaries and Benefits			\$668,158

Personnel Data

Full time Equivalent Employment	
Full-time permanent	17
Other than full-time permanent	0
Total	17

Authorized Positions	
Full-time permanent	17
Other than full-time permanent	0
Total	17

Department of Commerce
 Departmental Management
 Security
 PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Deputy Assistant Secretary for Security
 Program change: Office of Security

<u>Object Class</u>	<u>2001 Increase</u>
11 Personnel compensation	\$0
11.1 Full-time permanent	539
11.3 Other than full-time permanent	0
11.5 Other personnel compensation	0
11.9 Total personnel compensation	539
12.1 Civilian personnel benefits	129
21 Travel and transportation of persons	514
22 Transportation of things	0
23.1 Rental payments to GSA	0
23.2 Rental payments to others	0
23.3 Communications, utilities and miscellaneous charges	10
24 Printing and reproduction	0
25.1 Consulting services	0
25.2 Other services	187
25.3 Purchase of goods and services from Government accounts	60
26 Supplies and materials	29
31 Equipment	82
32 Land and structures	0
TOTAL OBLIGATIONS	\$1,550

Department of Commerce
Departmental Management
Security
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11 Personnel compensation:					
11.1 Full-time permanent		[6,505]	6,749	7,288	539
11.3 Other than full-time permanent					
11.5 Other personnel compensation		[216]	216	216	
11.9 Total personnel compensation		[6,721]	6,965	7,504	539
12.1 Civilian personnel benefits		[1,452]	1,552	1,681	129
13 Benefits for former personnel					
21 Travel and transportation of persons		[274]	281	795	514
22 Transportation of things					
23.1 Rental payments to GSA		[520]	531	531	
23.2 Rental payments to others					
23.3 Communication, utilities and miscellaneous charges		[67]	68	78	10
24 Printing and reproduction		[29]	30	30	
25 Other services		[1,228]	1,246	1,493	247
26 Supplies and materials		[220]	223	252	29
31 Equipment		[584]	596	678	82
41 Grants, subsidies and contributions					
51 Depreciation		[226]	226	226	
99 Total obligations		[11,321] *	11,718	13,268	1,550
Less prior year recoveries					
TOTAL BUDGET AUTHORITY			11,718	13,268	1,550

* FY 2000 Security budget is funded through the Working Capital Fund (\$10,824,000) and the Salaries and Expense (\$497,000) accounts.

Department of Commerce
 Departmental Management
 Security
 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Personnel Data	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
Full-Time Equivalent Employment:					
Full-time permanent		[137] *	137	154	17
Other than full-time permanent					
Total		[137] *	137	154	17
Authorized Positions:					
Full-time permanent		[137] *	137	154	17
Other than full-time permanent					
Total		[137] *	137	154	17

* FY 2000 Security FTE are funded through the Working Capital Fund (130) and the Salaries and Expense (7) accounts.

Department of Commerce
Departmental Management
Security
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11	Personnel compensation:				
11.1	Full-time permanent				
	Executive level				
	Senior executive service	129	129	129	
	General schedule	6,620	6,620	7,159	539
	Subtotal	6,749	6,749	7,288	539
11.3	Other than full-time permanent:				
	General schedule				
11.5	Other personnel compensation:				
	Overtime	195	195	195	
	SES performance awards				
	Cash awards	21	21	21	
	Subtotal	216	216	216	
11.9	Total personnel compensation	6,965	6,965	7,504	539
12.1	Civilian personnel benefits:				
	Civil service retirement system	285	285	309	24
	Federal employees' retirement system	390	390	423	33
	Civil Service Retirement and Disability Fund				
	Thrift savings plan	151	151	164	13
	Federal insurance contribution act (FICA) - OASDI	246	246	267	21
	Medicare	102	102	111	9
	Health insurance	331	331	356	25
	Life Insurance	11	11	12	1
	Employees' compensation fund	19	19	21	2
	Transit Benefit	17	17	18	1
	Subtotal	1,552	1,552	1,681	129
13	Benefits for former personnel				

Department of Commerce
Departmental Management
Security
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
21	Travel and transportation of persons:				
	Common carrier	76	76	590	514
	Foreign				
	Mileage	8	8	8	
	Per diem/actual	103	103	103	
	Vehicular	34	34	34	
	Other	60	60	60	
	Subtotal	281	281	795	514
22	Transportation of things				
23.1	Rental payments to GSA	531	531	531	
23.2	Rental payments to others				
23.3	Communication, utilities and miscellaneous charges:				
	Utilities and FTS	45	45	55	10
	Rental of office copying equipment				
	Other equipment rental				
	Other telecommunications services	10	10	10	
	Postal service by USPS	13	13	13	
	Other				
	Subtotal	68	68	78	10
24	Printing and reproduction:				
	Publications	30	30	30	
	Other				
	Subtotal	30	30	30	

Department of Commerce
Departmental Management
Security
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
25.1	Consulting services:				
	Management and professional support services				
	Studies, analyses and evaluations				
	Engineering and technical services				
	Subtotal				
25.2	Other services:				
	Maintenance of equipment				
	ADP services				
	Other	363	363	550	187
	Subtotal	363	363	550	187
25.3	Training				
	Office of personnel management				
	Other	330	330	330	
	Subtotal	330	330	330	
25.9	Services provided by other government agencies	553	553	613	60
25	Subtotal	1,246	1,246	1,493	247
26	Supplies and materials:				
	Office supplies	219	219	248	29
	ADP supplies	4	4	4	
	Other				
	Subtotal	223	223	252	29

Department of Commerce
Departmental Management
Security
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
31	Equipment:				
	Office machines and equipment				
	ADP hardware	596	596	678	82
	ADP software				
	Other				
	Subtotal	<u>596</u>	<u>596</u>	<u>678</u>	<u>82</u>
41	Grants, subsidies and contributions				
51	Depreciation	226	226	226	
99	Total obligations	<u>11,718</u>	<u>11,718</u>	<u>13,268</u>	<u>1,550</u>
	Less prior year recoveries				
	TOTAL BUDGET AUTHORITY	<u>11,718</u>	<u>11,718</u>	<u>13,268</u>	<u>1,550</u>

Department of Commerce
 Departmental Management
 Security
 Consulting and Related Services
 (Dollar amounts in thousands)

	1999 Actual	2000 Estimate	2001 Estimate
Consulting Services.	N/A	N/A	\$0
Management and professional services.	N/A	N/A	0
Special studies and analyses.	N/A	N/A	0
Management and support services for research and development.	N/A	N/A	0
Total.	N/A	N/A	\$0

The Department of Commerce has established a comprehensive system for identifying and reviewing all proposed contracts and personnel appointments for consulting and advisory and assistance services. The Deputy Secretary is responsible for the overall control and approval of these services throughout the Department. Human Resources Management experts and consultants may be hired on a temporary basis to perform highly specialized services that cannot be performed by available personnel, such as: Providing advice and assistance for a wide range of speech writing and media related activities.

Department of Commerce
 Departmental Management
 Security
 Periodicals, Pamphlets, and Audiovisual Products
 (Dollar amounts in thousands)

	1998 Actual	1999 Actual	2000 Estimate	2001 Estimate
Periodicals.	N/A	N/A	N/A	\$0
Pamphlets.	N/A	N/A	N/A	0
Audiovisuals.	N/A	N/A	N/A	0
Total.	N/A	N/A	N/A	\$0

Pamphlets

Pursuant to 15 U.S.C. 1519, the Secretary of Commerce must make a report in writing to Congress giving an account of all monies received and disbursed by the Department. He must also describe the work done by the Department in fostering, promoting and developing the foreign and domestic commerce, the mining, manufacturing and fishery industries of the U.S., and make such recommendations as he shall deem necessary for the effective performance of the duties and purposes of the Department. In addition to the description and accomplishments of the Department and its various units, this report includes a directory of key officials, and a summary of employment and financing for the past year.

Department of Commerce
 Departmental Management
 Security
 Average Grade and Salaries

	1999 Actual	2000 Estimate	2001 Estimate
Average ES Grade.	N/A	N/A	5.00
Average GS/GM Grade.	N/A	N/A	10.11
Average GS/GM Salary.	N/A	N/A	\$49,675

Department of Commerce
Departmental Management
Digital Department
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

	<u>Positions</u>	<u>FTE</u>	<u>Budget Authority</u>	<u>Direct Obligations</u>
Appropriation Available, 2000				
Transfers:				
Adjustments:				
2001 Base	-0-	-0-	-0-	-0-
plus: program increase	-0-	-0-	5,800	5,800
2001 Estimate	-0-	-0-	5,800	5,800

		<u>1999 Actuals</u>		<u>2000 Currently Available</u>		<u>2001 Base</u>		<u>2001 Estimate</u>		<u>Increase/(Decrease) Over 2001 Base</u>	
Comparison by activity:		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
Chief Information Office	Pos./BA							-0-	5,800	-0-	5,800
	FTE/Obl.							-0-		-0-	
TOTALS	Pos./BA							-0-	5,800	-0-	5,800
	FTE/Obl.							-0-		-0-	

Adjustments to Obligations:

Recoveries

Unobligated balance, start of year

Unobligated balance, transferred

Unobligated balance, end of year

Unobligated balance, expiring

Financing from Transfers:

Transfer from other accounts (-)

Transfer to other accounts (+)

Appropriation									5,800		5,800
---------------	--	--	--	--	--	--	--	--	-------	--	-------

Department of Commerce
 Departmental Management
 Digital Department
 SUMMARY OF FINANCING
 (Dollar amounts in thousands)

	<u>1999 Actuals</u>	<u>2000 Currently Available</u>	<u>2001 Base</u>	<u>2001 Estimate</u>	<u>Increase/ (Decrease) Over 2001 Base</u>
Total Obligations				5,800	5,800
Offsetting collections from:					
Federal funds				-0-	-0-
Trust funds					
Non-Federal sources					
Recoveries					
Unobligated balance, start of year					
Unobligated balance, transferred					
Unobligated balance, end of year					
Unobligated balance, expiring					
Budget Authority				5,800	5,800
Financing:					
Transfer from other accounts (-)					
Transfer to other accounts (+)					
Appropriation				5,800	5,800

Department of Commerce
 Departmental Management
 Digital Department
 PROGRAM AND PERFORMANCE: DIRECT OBLIGATIONS
 (Dollar amounts in thousands)

		1999 Actuals		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Comparison by activity:											
Chief Information Office	Pos./BA							-0-	5,800	-0-	5,800
	FTE/Obl.							-0-		-0-	
TOTALS	Pos./BA							-0-	5,800	-0-	5,800
	FTE/Obl.							-0-		-0-	

Department of Commerce
Departmental Management
Digital Department
JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals

The goal of the Commerce's Digital Department is to move the Commerce Department from paper-based administrative systems and transactions to on-line interactions with customers and employees such as those increasingly common in the private sector. The Digital Department encompasses all of the processes, activities and interactions that occur within the Commerce Department and between the Commerce Department and those outside of it, including the private sector, the Congress, and the general public. It is our goal to have as many of those processes and interactions done in an electronic manner by the year 2002 and for the information flow from beginning to end of a process to be seamless. The Department's Chief Information Officer will support the initiative with personnel who coordinate the projects that must be done in parallel and manage the overall program.

Objectives

The objectives of this activity cover four areas:

- External interface - Department of Commerce bureaus, working together, will identify common solutions for using the Internet for external communication and interaction.
- Internal business processes - Develop standardized hardware and software that will allow the Department the capability to communicate and share information with all employees while maintaining security and privacy.
- Modernized infrastructure - Provide modern fiber optic or wireless local area network to replace the antiquated cabling and network infrastructure in the main Commerce building.
- Internet administrative processes-Develop aggressive implementation plans and other planning and program management activities to identify projects and schedule resources for implementing the Digital Department.

Department of Commerce
 Departmental Management
 Digital Department
 INCREASE FOR 2001
 (Dollar amounts in thousands)

		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
Digital Department	Pos./BA			-0-	5,800	-0-	5,800
	FTE/Obl.			<u>-0-</u>	<u> </u>	<u>-0-</u>	<u> </u>
TOTAL	Pos./BA			-0-	5,800	-0-	5,800
	FTE/Obl.			<u>-0-</u>	<u> </u>	<u>-0-</u>	<u> </u>

Digital Department (+\$5,800)

Develop the secure Department intranet and infrastructure to create a Department-wide interoperable E-mail system, provide standards-based interoperable office support infrastructure for the Office of the Secretary, develop a secure intranet and create a telecommunications infrastructure to allow Department employees to have access to the information they need to perform their functions (+\$5,000).

Expand the capabilities provided via the Department Intranet to include administrative processes that currently or soon will have web-based user interfaces. This will be done through links to other hardware/software systems, or by combining the systems on the Intranet platform(s). Deploy the web-based procurement and human resources systems to the Office of the Secretary and the Bureaus. As these processes are extended to the Bureaus, the secure Intranet capability will be in place to deliver and protect the communications (+\$800).

Department of Commerce
 Departmental Management
 Digital Department
PROGRAM CHANGE DETAIL BY OBJECT CLASS
 (Dollar amounts in thousands)

Activity: Chief Information Officer
 Program change: Digital Department

Object Class	<u>2001 Increase</u>
11 Personnel compensation	\$0
11 . 1 Full-time permanent	0
11 . 3 Other than full-time permanent	0
11 . 5 Other personnel compensation	0
11 . 9 Total personnel compensation	<u>0</u>
12 . 1 Civilian personnel benefits	0
21 Travel and transportation of persons	0
22 Transportation of things	0
23 . 1 Rental payments to GSA	0
23 . 2 Rental payments to others	0
23 . 3 Communications, utilities and miscellaneous charges	0
24 Printing and reproduction	0
25 . 1 Consulting services	0
25 . 2 Other services	5,800
25 . 3 Purchase of goods and services from Government accounts	0
26 Supplies and materials	0
31 Equipment	0
32 Land and structures	<u>0</u>
TOTAL OBLIGATIONS	\$5,800

Department of Commerce
Departmental Management
Digital Department
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11 Personnel compensation:					
11.1 Full-time permanent					
11.3 Other than full-time permanent					
11.5 Other personnel compensation					
11.9 Total personnel compensation					
12.1 Civilian personnel benefits					
13 Benefits for former personnel					
21 Travel and transportation of persons					
22 Transportation of things					
23.1 Rental payments to GSA					
23.2 Rental payments to others					
23.3 Communication, utilities and miscellaneous charges					
24 Printing and reproduction					
25.1 Consulting services					
25.2 Other services				5,800	5,800
25.3 Purchase of Goods and services from Gov't accounts					
26 Supplies and materials					
31 Equipment					
41 Grants, subsidies and contributions					
43 Interest and dividends					
99 Total obligations				5,800	5,800
Less prior year recoveries				0	0
TOTAL BUDGET AUTHORITY				5,800	5,800

Department of Commerce
 Departmental Management
 Digital Department
 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Personnel Data	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
Full-Time Equivalent Employment:					
Full-time permanent					0
Other than full-time permanent					0
Total				0	0
Authorized Positions:					
Full-time permanent					0
Other than full-time permanent					0
Total				0	0

Department of Commerce
Departmental Management
Digital Department
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes	2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11 Personnel compensation:				
11.1 Full-time permanent				
Executive level				
Senior executive service				
General schedule				
Subtotal			0	
11.3 Other than full-time permanent:				
General schedule				
11.5 Other personnel compensation:				
Overtime				
SES performance awards				
Cash awards				
Subtotal			0	
11.9 Total personnel compensation			0	
12.1 Civilian personnel benefits:				
Civil service retirement system				
Federal employees' retirement system				
Thrift savings plan				
Federal insurance contribution act (FICA) - OASDI				
Health insurance				
Life Insurance				
Employees' compensation fund				
Subtotal			0	
13 Benefits for former personnel				

Department of Commerce
Departmental Management
Digital Department
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes		2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
21	Travel and transportation of persons:				
	Common carrier				
	Foreign				
	Mileage				
	Per diem/actual				
	Vehicular				
	Other				
	Subtotal			0	
22	Transportation of things				
23.1	Rental payments to GSA				
23.2	Rental payments to others				
23.3	Communication, utilities and miscellaneous charges:				
	Rental of ADP equipment				
	Rental of office copying equipment				
	Other equipment rental				
	Federal telecommunications system				
	Other telecommunications services				
	Postal service by USPS				
	Other				
	Subtotal			0	
24	Printing and reproduction:				
	Publications				
	Other				
	Subtotal			0	

Department of Commerce
 Departmental Management
 Digital Department
 DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
25.1 Consulting services:				
Management and professional support services				
Studies, analyses and evaluations				
Engineering and technical services				
Subtotal			0	
25.2 Other services:				
Training University				
Other				
Maintenance of equipment				
ADP services				
Telecommunications services			5,800	5,800
Other non-government contracts				0
Other				
Subtotal			5,800	5,800
25.3 Purchase of Goods and services from Gov't accounts:				
Office of personnel management				
GSA reimbursable services				
CAMS				
Payments to GA's WCF				
Subtotal			0	
26 Supplies and materials:				
Office supplies				
ADP supplies				
Other				
Subtotal			0	

Department of Commerce
 Departmental Management
 Digital Department
 DETAILED REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Object Classes	2001 Adjustments to Base	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
31 Equipment:				
Office machines and equipment				
ADP hardware				
ADP software				
Other				
Subtotal			0	
41 Grants, subsidies and contributions				
43 Interest and dividends				
99 Total obligations	0	0	5,800	5,800
Less prior year recoveries				
TOTAL BUDGET AUTHORITY	0	0	5,800	5,800

Department of Commerce
Departmental Management
Working Capital Fund
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

	<u>Positions</u>	<u>FTE</u>	<u>Budget Authority</u>	<u>Direct Obligations</u>
Amount Available, 2000	765	705		125,652
less: Adjustments	16	16		(10,427)
Operating Budget, 2000	781	721		115,225
plus: 2001 Adjustments to base		2,884
less: Security Transfer	(130)	(130)		(19,087)
2001 Base	651	591		99,022
plus: 2001 Program Changes
2001 Estimate	651	591		99,022

		<u>1999 Actuals</u>		<u>2000 Operating Budget</u>		<u>2001 Base</u>		<u>2001 Estimate</u>		<u>Increase/ (Decrease)</u>	
Comparison by activity:		<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>	<u>Personnel</u>	<u>Amount</u>
Departmental Staff Services.....	Pos./BA	384	...	523	...	393	...	393
	FTE/Obl.	328	67,190	467	82,753	337	65,615	337	65,615
General Counsel.....	Pos./BA	188	...	204	...	204	...	204
	FTE/Obl.	185	21,300	201	22,640	201	23,518	201	23,518
Public Affairs.....	Pos./BA	13	...	16	...	16	...	16
	FTE/Obl.	12	1,559	15	1,862	15	1,919	15	1,919
Total Central Services.....	Pos./BA	585	...	743	...	613	...	613
	FTE/Obl.	525	90,049	683	107,255	553	91,052	553	91,052
Building Delegation Fund	Pos./BA	34	...	38	...	38	...	38
	FTE/Obl.	34	7,595	38	7,970	38	7,970	38	7,970
Total Working Capital Fund...	Pos./BA	619	...	781	...	651	...	651
	FTE/Obl.	559	97,644	721	115,225	591	99,022	591	99,022

Department of Commerce
Departmental Management
Working Capital Fund
ADJUSTMENTS TO BASE
(Dollar amounts in thousands)

Exhibit 8

	<u>FTE</u>	<u>Amount</u>
Security Transfer	(130)	(19,087)
<u>Other changes:</u>		
2000 Pay Raise	367
2001 Pay Raise	1,202
Within-grade step increases	369
One Less Compensable Day	(157)
Civil Service Retirement System (CSRS)	51
Federal Employees Retirement System (FERS)	(64)
Thrift Savings Plan	(12)
Federal Insurance Contributions Act (FICA)-OASDI	(39)
Health insurance	204
Travel, Per Diem	9
GSA Rent	103
Printing	17
General Pricing Level Adjustments	460
CAMS (Shared)	430
CAMS (Bureau Specific)	(116)
Executive Development and Leadership Training	60
Subtotal, Adjustments to Base	2,884
 Total, Adjustments to Base	 (130)	 (16,203)

Department of Commerce
Departmental Management
Working Capital Fund
JUSTIFICATION OF ADJUSTMENTS TO BASE
(Dollar Amounts in thousands)

Exhibit 9

	<u>FTE</u>	<u>Amount</u>
Transfer.	(130)	(19,087)
The Working Capital Fund will transfer 130 FTE to the Departmental Management Security appropriation for FY 2001. The reduction of \$19,087,000 in bureau bills consists of \$10,824,000 transferred by the Bureaus to establish the security direct appropriation and \$8,263,000 that will continue to be billed by the Security appropriation as a reimbursable.		
<u>Other changes:</u>		
<u>FY 2000 Pay Raise</u>	367
The FY 2000 President's budget assumes a pay raise of 4.8% to be effective January 1, 2000.		
Total cost in 2001 of 2000 pay increase		1,468,000
Less amount funded in 2000		<u>1,101,000</u>
Amount requested in 2001 to provide full-year cost of 2000 pay increase		367,000
<u>FY 2001 Pay Raise</u>	1,202
A general pay raise of 3.7% is assumed to be effective January 1, 2001.		
Total cost of 2001 pay increase		1,201,614
Less amount absorbed		<u>...</u>
Amount requested for FY 2001 pay increase		1,201,614
<u>Within-grade step increases</u>	369
An increase of \$369,034 is required to cover the cost of within-grade step increases. This estimate reflects the net cost of step increases including merit pay increases which will be earned in 2001.		
Estimated number of within-grade step increases		248
Step increases not earned due to turnover (16.9% x 248)		42
Average step above step 1 per separation		2
Average cost of within-grade step increase		1,940
Gross cost of scheduled step increases (\$1,940 x 248)		481,154
Less: Savings from separations (\$1,940 x 42 x 2)		<u>(162,971)</u>
Subtotal, Personnel Compensation		318,182
Personnel Benefits		<u>50,852</u>
Adjustment to Base		369,034
<u>Changes in Compensable Days</u>	(157)
The decreased cost of one less compensable day in FY 2001 compared to FY 2000 is calculated by dividing the FY 2000 estimated personnel compensation (\$35,420,000) and applicable benefits (\$5,660,811) by 261 compensable days. The cost decrease of one compensable day is \$157,398.		

	<u>FTE</u>	<u>Amount</u>
<u>Civil Service Retirement System (CSRS)</u>	51
The estimated percentage of payroll for CSRS employees increased slightly this year due to an overstatement of the decrease last year. CSRS participation estimate increases from 40.4% in 2000 to 42.1% in 2001. Contribution rates will remain the same at 8.51%.		
FY 2001 CSRS basic benefits (\$35,420,000 x .421 x .0851)	1,268,996	
FY 2000 CSRS basic benefits (\$35,420,000 x .404 x .0851)	<u>1,217,754</u>	
Adjustment to Base for FY 2001	51,242	
<u>Federal Employees' Retirement System (FERS)</u>	(64)
The estimated percentage of payroll for eligible employees covered by FERS will decrease slightly this year due to an overstatement of the increase last year, from 59.6% in 2000 to 57.9% in 2001. Contribution rates will remain the same at 10.7%.		
Basic benefit cost in 2001 (\$35,420,000 x .579 x .107)	2,194,375	
Basic benefit cost in 2000 (\$35,420,000 x .596 x .107)	<u>2,258,804</u>	
Adjustment to base for FY 2001	(64,429)	
<u>Thrift Savings Plan</u>	(12)
The cost of agency contributions to the Thrift Savings Plan will decrease slightly due to the overstatement of the FERS increase last year. The contribution rate is expected to remain the same at 2%.		
2001 Thrift Savings Plan (\$35,420,000 x .579 x .02)	436,462	
2000 Thrift Savings Plan (\$35,420,000 x .596 x .02)	<u>449,277</u>	
Adjustment to Base for FY 2001	(12,815)	
<u>Federal Insurance Contributions Act (FICA)</u>	(39)
As the estimated percentage of payroll covered by FERS decreases, the cost of OASDI contributions will decrease from 59.6% to 57.9%. The estimated percentage of salaries covered by OASDI will also decrease from 94.8% to 94.6% and the maximum salary subject to OASDI tax will rise to \$78,450 in FY 2001 from \$73,275 in FY 2000. The OASDI tax rate will remain 6.2% in FY 2001. This will result in an decrease of \$38,825 as follows:		
<u>OASDI:</u>		
FERS OASDI tax in 2001 (\$35,420,000 x .579 x .946 x .062)	1,202,846	
FERS OASDI tax in 2000 (\$35,420,000 x .596 x .948 x .062)	<u>1,240,780</u>	
Subtotal	(37,934)	
OASDI tax in 2001 (\$832,000 x .579 x .946 x .062)	28,254	
OASDI tax in 2000 (\$832,000 x .596 x .948 x .062)	<u>29,145</u>	
Subtotal	(891)	
Total OASDI Increase	(38,825)	

	<u>FTE</u>	<u>Amount</u>
<u>Health Insurance</u>	204
Effective January 1999 the cost of the U.S. Government's contribution to the Federal Employees' health insurance premiums increased by 13.5%. Applied against the 2000 estimate of \$1,510,000, the additional amount required is \$203,850.		
<u>Travel, Per Diem</u>	9
Effective January 1, 1999 the General Service Administration raised per diem rates. This increase resulted in a 5.4% increase to the fund. This percentage was applied to the FY 2000 estimate of \$166,000 to arrive at an increase of \$8,964.		
<u>Rental Payments to GSA</u>	103
GSA rates are projected to increase 2.1% in FY 2001. This percentage was applied to the FY 2000 estimate of \$4,909,000 which results in an increase of \$103,089.		
<u>GPO Printing</u>	17
GPO has provided an estimated rate increase of 3.3 percent. This percentage was applied to the FY 2000 estimate of \$501,000 for an increase of \$16,533.		
<u>General Pricing Level Adjustments</u>	460
This request applies OMB economic assumptions of 1.5% for 2001 to subobject classes where the prices that the government pays are established through the market system. Factors are applied and increases included for communications, utilities and miscellaneous [\$46,860]; other services [\$360,405]; supplies and materials[\$40,170]; and equipment [\$12,870] totaling \$460,305.		
<u>Commerce Administrative Management System (CAMS -Shared)</u>	430
These costs are identified as shared costs through the Working Capital Fund and are the inflationary increases needed to support the implementation of CAMS.		
<u>Commerce Administrative Management System (CAMS -Bureau Specific)</u>	(116)
These costs represent the decrease in the amount of WCF Intrafund projected to be used by the CAMS offices.		
<u>Executive Development and Leadership Training.</u>	60
At a rate of \$5,000 per employee, the Working Capital Fund will need \$60,000 for training 12 Senior Executive Service employees.		
Subtotal, Other changes	0	2,884
Total, Adjustments to Base	(130)	(16,203)

Department of Commerce
 Departmental Management
 Working Capital Fund
 JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals and Objectives

Goal: To provide necessary centralized services to clients in the most efficient and effective manner possible consistent with Government-wide and Departmental policy. These services include Chief Information Office, Human Resources Management, Civil Rights, Executive Budgeting and Assistance Management, Financial Management, Administrative Services, Acquisition Management, Budget, Management and Organization, General Counsel and Public Affairs.

Objectives:

Departmental Staff Services:

Office of the Chief Information Officer	Provides analysis, design, development, support, and oversight for Department automated systems for administration and program management; provides ADP software design, development, and technical services; provides Department-wide coordination and technical support for the development and operation of ADP, telecommunications, E-Mail and Electronic Messaging, and automated administrative systems, including the requirements of users; and assists other Federal agencies interested in the Department's automated information systems.
Director for Human Resources Management	Implements Government-wide and Departmental policies, programs and activities in all aspects of human resources management and administration including recruitment and placement, classification, payroll support and administration, incentive awards, training and development, employee and labor relations, unemployment and workers' compensation, employee benefits and drug testing.
Director of Civil Rights	Conducts discrimination complaint investigations and adjudications, provides equal employment program support and affirmative action program support to selected operating units.
Director for Executive Budgeting and Assistance Management	Provides complete financial stewardship for all activities included in Departmental Management. Oversees and administers rate setting functions for the Department's Working Capital Fund and financial support and guidance Department-wide on matters concerning the Working Capital Fund. Performs federal assistance administrative duties and responsibilities to ensure that federal assistance actions comply with Departmental procedures and provides travel management support for the Department.
Director for Financial Management	Implements policies and procedures for Departmental financial management, provides the management and operation of a primary accounting system for the Office of the Secretary and selected bureaus, provides consolidated financial reporting, and develops the Commerce Administrative Management System.
Director for Administrative Services	Provides publications; printing; library services; mail; messenger and distribution services; policies and procedures for supplies, space management and use, property management, building management for the Herbert C. Hoover Building (HCHB) including operations, maintenance and repairs, labor services, motor vehicle management, historic preservation, energy conservation, concessions, travel and shipping, and selected telecommunications services.
Director for Acquisition Management	Provides procurement services for offices located in the Washington Metropolitan Area, including minimal support to the National Oceanic and Atmospheric Administration, National Technical Information Service, Census, and Patent and Trademark Office.

Director for Budget	Provides for the design, development, implementation and maintenance of an integrated, on-line budget and performance reporting system which will help the Department and its bureaus process, store, analyze, and communicate budget and performance information more efficiently and effectively.
Director for Management and Organization	Provides office management and organization support, including maintaining the Department-wide directive management system and the Departmental Quick Reaction Task Order contract.
<u>General Counsel</u>	Provides legal advice, guidance and services on matters involving Departmental programs and components. Supervises the development of the Department's legislative program and the delivery of effective legal services for the growing needs of major programs.
<u>Public Affairs</u>	Promotes public understanding and support of DOC programs, services and consumer issues. Ensures continuity and cost-effective management of Departmental public affairs programs. Acts as the primary point of contact on Department of Commerce issues for the White House and Federal departments and agencies.

Department of Commerce
Departmental Management
Working Capital Fund
INCREASES FOR FY 2001
(Dollar amounts in thousands)

Exhibit 13

The Working Capital Fund has not budgeted any Program Increases in FY 2000 or FY 2001.

Department of Commerce
Departmental Management
Working Capital Fund
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Class		1999 Actuals	2000 Operating Budget	2001 Base	2001 Estimate	Increase/ (Decrease)
11	Personnel compensation					
11.1	Full-time permanent	33,409	43,377	38,646	38,646	...
11.3	Other than full-time permanent	457	570	570	570	...
11.5	Other personnel compensation	1,435	1,157	942	942	...
11.9	Total personnel compensation	35,301	45,104	40,158	40,158	...
12.1	Civilian personnel benefits	7,314	9,757	8,883	8,883	...
13	Benefits for former personnel	4
21	Travel and transportation of persons	516	704	441	441	...
22	Transportation of things	108
23.1	Rental payments to GSA	5,521	5,907	5,540	5,540	...
23.2	Rental payments to others
23.3	Communication, utilities and miscellaneous charges	3,129	3,568	3,548	3,548	...
24	Printing and reproduction	299	531	519	519	...
25	Other services	35,416	44,869	36,121	36,121	...
26	Supplies and materials	2,929	2,935	2,758	2,758	...
31	Equipment	7,107	1,850	1,054	1,054	...
	Subtotal Obligations	97,644	115,225	99,022	99,022	...
	Less Amount to be Absorbed
99	Total Obligations	97,644	115,225	99,022	99,022	...

Department of Commerce
 Departmental Management
 Working Capital Fund
 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

<u>Personnel Data</u>	1999 Actuals	2000 Operating Budget	2001 Base	2001 Estimate	Increase/ (Decrease)
Full-Time Equivalent Employment:					
Full-time permanent	521	679	549	549	...
Other than full-time permanent	38	38	38	38	...
Total	559	717	587	587	...
Authorized Positions:					
Full-time permanent	630	701	571	571	...
Other than full-time permanent	38	38	38	38	...
Total	668	739	609	609	...

NOTE: Positions / FTE differ from the FY 2001 Budget Appendix and the Budget in Brief

Department of Commerce
Departmental Management
Working Capital Fund
DETAILED REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

<u>Object Class</u>	<u>2001 Adjustment to Base</u>	<u>2001 Base</u>	<u>2001 Estimate</u>	<u>Increase/ (Decrease)</u>
11				
Personnel compensation				
11.1				
Full-time permanent				
Senior executive level	...	1,500	1,500	...
General schedule	(4,731)	36,046	36,046	...
Wage board	...	1,100	1,100	...
Subtotal	(4,731)	38,646	38,646	...
11.3				
Other than full-time permanent				
General schedule	...	470	470	...
Wage board	...	100	100	...
Experts & consultants
Hourly
Subtotal	...	570	570	...
11.5				
Other personnel compensation				
Overtime	(195)	152	152	...
SES performance awards	...	60	60	...
Cash awards	(20)	730	730	...
Other
Subtotal	(215)	942	942	...
11.8				
Special personnel services payments:				
Other
Subtotal
11.9				
Total personnel compensation	(4,946)	40,158	40,158	...

		2001			
		Adjustment	2001	2001	Increase/
		to Base	Base	Estimate	(Decrease)
<u>Object Class</u>					
12.1	Civilian personnel benefits:				
	Civil service retirement	(131)	1,585	1,585	...
	Federal employees' retirement	(328)	2,213	2,213	...
	Thrift savings plan	(112)	862	862	...
	Federal Insurance Contribution Act (OASDI)	(202)	1,375	1,375	...
	Medicare	133	800	800	...
	Health insurance	(196)	1,679	1,679	...
	Life insurance	(7)	69	69	...
	Employees Compensation Fund	...	186	186	...
	Other	(31)	114	114	...
	Subtotal	(874)	8,883	8,883	...
13	Benefits for former personnel				
	Severance pay
	Unemployment compensation
	Other
	Subtotal
21	Travel and transportation of persons				
	Common carrier	(107)	210	210	...
	Mileage	(8)	7	7	...
	Per diem	(94)	178	178	...
	Subsistence	(29)	27	27	...
	Commercially-rented vehicles	(24)	19	19	...
	Other	(1)
	Subtotal	(263)	441	441	...
22	Transportation of things
23.1	Rental payments to GSA	(367)	5,540	5,540	...
23.2	Rental payments to others

		2001			
		Adjustment	2001	2001	Increase/
		to Base	Base	Estimate	(Decrease)
<u>Object Class</u>					
23.3	Communications, utilities and misc. charges:				
	Rental of ADP equipment
	Rental of office copying equipment
	Utilities	3	2,776	2,776	...
	FTS	(10)	192	192	...
	Other telecommunications services	...	450	450	...
	Postal Service by USPS	(13)	130	130	...
	Other
	Subtotal	(20)	3,548	3,548	...
24	Printing and reproduction				
	Inhouse printing	(12)	519	519	...
	Publications
	Other
	Subtotal	(12)	519	519	...
25	Other services				
	Training	(264)	1,051	1,051	...
	Maintenance of equipment
	Contract Services	(7,949)	19,826	19,826	...
	ADP services
	Other non-government contracts (CAMS)	...	7,770	7,770	...
	Charges from Other Agencies	(535)	7,474	7,474	...
	WCF Charges				...
	Subtotal	(8,748)	36,121	36,121	...
26	Supplies and materials				
	Office supplies	(217)	2,718	2,718	...
	ADP supplies	40	40	40	...
	Other
	Subtotal	(177)	2,758	2,758	...

<u>Object Class</u>		2001 Adjustment to Base	2001 Base	2001 Estimate	Increase/ (Decrease)
31	Equipment	(796)	1,054	1,054	...
Subtotal Obligations		(16,203)	99,022	99,022	...
99	Amount to be Absorbed
TOTAL OBLIGATIONS		(16,203)	99,022	99,022	...

Department of Commerce
Departmental Management
Working Capital Fund
Direct Cost by Office
(Dollar amounts in thousands)

	1999 Actuals		2000 Operating Budget		2001 Estimate	
	FTE	Amount	FTE	Amount	FTE	Amount
Offices:						
Human Resources Management	73	12,549	84	14,182	84	14,481
Civil Rights	20	2,647	31	3,556	31	3,664
Executive Budgeting and Assistance Management	29	2,461	34	2,985	34	3,104
Financial Management	33	14,629	48	16,379	48	17,111
Security	56	10,592	130	19,087
Administrative Services	68	13,535	75	15,588	75	15,960
Acquisition Management	16	3,874	25	3,628	25	3,754
Chief Information Office	31	6,000	36	6,641	36	6,819
Management and Organization	1	177	2	187	2	195
Budget	1	726	1	520	1	527
Subtotal, Departmental Staff Services	328	67,190	466	82,753	336	65,615
General Counsel	185	21,300	198	22,640	198	23,518
Public Affairs	12	1,559	15	1,862	15	1,919
Total Central Services	525	90,049	679	107,255	549	91,052
Building Delegation Fund	34	7,595	38	7,970	38	7,970
		
Total Working Capital Fund	559	97,644	717	115,225	587	99,022

NOTE: Positions / FTE differ from the FY 2001 Budget Appendix and the Budget in Brief

Department of Commerce
Departmental Management
Working Capital Fund
Distribution by Bureau
(Dollar amounts in thousands)

	<u>FY 1999 Actuals</u>	<u>FY 2000 Operating Budget</u>	<u>FY 2001 Estimate</u>
Office of the Secretary	5,847	6,380	6,430
International Trade Administration	15,033	16,913	15,967
Economic Development Administration	1,520	1,602	1,542
National Telecommunications and Information Administration	2,479	2,997	2,897
National Technical Information Service	1,016	954	...
Bureau of the Census	15,235	22,354	15,637
Economic and Statistical Analysis	2,187	2,468	2,419
National Oceanic and Atmospheric Administration	22,680	28,155	22,410
National Institute of Standards and Technology	6,160	6,890	6,371
Patent and Trademark Office	8,448	9,980	8,922
Minority Business Development Agency	1,208	1,321	1,319
Bureau of Export Administration	4,461	5,093	5,005
Technology Administration	585	603	582
Office of Inspector General	853	906	814
Office of Computer Services	220	184	189
Total Commerce Bureaus	87,932	106,800	90,504
Building Delegation Fund	8,169	8,314	8,397
Other Agencies	115	111	121
Obligations greater (smaller) than billed	1,428
Total	97,644	115,225	99,022

Department of Commerce
Departmental Management
Franchise Fund
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

		Positions	Budget Authority	FTE	Reimburs. Obligations
Currently Available, 2000		34		34	16,500
plus: Increased reimbursable activity					6,500
2001 Base		34		34	23,000
2001 Estimate		34		34	23,000

		1999 Actuals		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Office of Computer Services	Pos./BA	31		34		34		34		-0-	
	FTE/Obl.	26	16,429	34	17,060	34	23,000	34	23,000	-0-	-0-
TOTALS	Pos./BA	31		34		34		34		-0-	
	FTE/Obl.	26	16,429	34	17,060	34	23,000	34	23,000	-0-	-0-
Adjustments to Obligations:											
Recoveries											
	Unobligated balance, start of year		(875)		(560)						
	Unobligated balance, end of year		560								
	Unobligated balance, expiring										
Financing from Transfers:											
	Transfer from other accounts (-)										
	Transfer to other accounts (+)										
Reimbursable Authority			16,114		16,500		23,000		23,000	-0-	-0-

Department of Commerce
Departmental Management
Franchise Fund
JUSTIFICATION OF PROGRAM AND PERFORMANCE

Goals

The goal of the Commerce Franchise Fund, one of the six pilot funds authorized by the Government Management Reform Act (P.L.103-356), is to promote entrepreneurial business activities in common administrative services across the Federal Government. Congress established the Franchise Fund Pilot Program to allow market forces to improve the delivery of common administrative services. P.L. 105-277 provided authority to retain 4% of the total annual income of this fund for fiscal year 2000 and each fiscal year thereafter, to remain available until expended, to be used for the acquisition of capital equipment and for the improvement and implementation of Department financial management, ADP and other support systems. P.L. 104-208 sec. 627 amends the expiration of the Franchise Fund to FY 2002.

Objectives

The objectives of these business activities are to:

- Create business like operations that are:
 - self sustaining and achieve full cost recovery,
 - completely competitive with no subsidies,
 - allow customers to take their business elsewhere.
- Inject competition and market forces into the delivery of administrative services to both lower costs as well as to provide better services, and
- Create a customer-oriented workforce that is capable of providing quality services and products.

Department of Commerce
Departmental Management
Emergency Steel Guarantee Loan Program
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

		Positions	FTE	Budget Authority	Direct Obligations
Appropriation Available, 2000		-0-	-0-	-0-	145,000
less: Obligations from prior years					(145,000)
less: 2001 Adjustments to base					-0-
2001 Base		-0-	-0-	-0-	-0-
plus: program increase		-0-	-0-	-0-	-0-
2001 Estimate		-0-	-0-	-0-	-0-

		1999 Actuals		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Comparison by activity:											
Guaranteed Loan Level		-0-	1,000,000	-0-	1,000,000	-0-	-0-	-0-	-0-	-0-	-0-
			-0-								
Loan Subsidy	Pos./BA	-0-	140,000	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
	FTE/Obl.		-0-		140,000						
Administration Expenses	Pos./BA	-0-	5,000		-0-	-0-		-0-		-0-	-0-
	FTE/Obl.		-0-		5,000						
TOTALS		-0-	145,000	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
		-0-	-0-	-0-	145,000	-0-		-0-		-0-	-0-
Adjustments to Obligations:											
Recoveries											
Unobligated balance, start of year					(145,000)						
Unobligated balance, transferred											
Unobligated balance, end of year			145,000								
Unobligated balance, expiring											
Financing from Transfers:											
Transfer from other accounts (-)											
Transfer to other accounts (+)											
Appropriation			145,000		-0-		-0-		-0-		-0-

Department of Commerce
 Departmental Management
 Emergency Steel Guarantee Loan Program
 SUMMARY OF FINANCING
 (Dollar amounts in thousands)

	<u>1999 Actuals</u>	<u>2000 Currently Available</u>	<u>2001 Base</u>	<u>2001 Estimate</u>	<u>Increase/ (Decrease) Over 2001 Base</u>
Total Obligations	-0-	145,000	-0-	-0-	-0-
Offsetting collections from:					
Federal funds					
Trust funds					
Non-Federal sources					
Recoveries					
Unobligated balance, start of year		(145,000)			
Unobligated balance, transferred		-0-			
Unobligated balance, end of year	145,000	-0-			
Unobligated balance, expiring		-0-			
Budget Authority	<u>145,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Financing:					
Transfer from other accounts (-)					
Transfer to other accounts (+)		-0-			
Appropriation	<u>145,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>

Department of Commerce
Departmental Management
Emergency Steel Guarantee Loan Program
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11 Personnel compensation:					
11.1 Full-time permanent	0	0	0	0	0
11.3 Other than full-time permanent	0	0	0	0	0
11.5 Other personnel compensation	0	0	0	0	0
11.9 Total personnel compensation	0	0	0	0	0
12.1 Civilian personnel benefits	0	0	0	0	0
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	0	0	0	0	0
22 Transportation of things	0	0	0	0	0
23.1 Rental payments to GSA	0	0	0	0	0
23.2 Rental payments to others	0	0	0	0	0
23.3 Communication, utilities and miscellaneous charges	0	0	0	0	0
24 Printing and reproduction	0	0	0	0	0
25.1 Consulting services	0	0	0	0	0
25.2 Other services	0	0	0	0	0
25.3 Purchase of Goods and services from Gov't accounts	0	5,000	0	0	0
26 Supplies and materials	0	0	0	0	0
31 Equipment	0	0	0	0	0
41 Grants, subsidies and contributions	0	140,000	0	0	0
43 Interest and dividends	0	0	0	0	0
99 Total obligations	0	145,000	0	0	0
Less prior year recoveries			0	0	0
TOTAL BUDGET AUTHORITY			0	0	0

Department of Commerce
 Departmental Management
 Emergency Steel Guarantee Loan Program
 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

<u>Personnel Data</u>	<u>1999 Actuals</u>	<u>2000 Currently Available</u>	<u>2001 Base</u>	<u>2001 Estimate</u>	<u>Increase/ (Decrease) Over 2001 Base</u>
Full-Time Equivalent Employment:					
Full-time permanent	0	0	0	0	0
Other than full-time permanent	0	0	0	0	0
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Authorized Positions:					
Full-time permanent	0	0	0	0	0
Other than full-time permanent	0	0	0	0	0
Total	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Department of Commerce
Departmental Management
Emergency Oil and Gas Guarantee Loan Program
SUMMARY OF RESOURCE REQUIREMENTS
(Dollar amounts in thousands)

	Positions	FTE	Budget Authority	Direct Obligations
Appropriation Available, 2000	-0-	-0-	-0-	125,000
less: Obligations from prior years				(125,000)
less: 2001 Adjustments to base				-0-
2001 Base	-0-	-0-	-0-	-0-
plus: program increase	-0-	-0-	-0-	-0-
2001 Estimate	-0-	-0-	-0-	-0-

Comparison by activity:		1999 Actuals		2000 Currently Available		2001 Base		2001 Estimate		Increase/(Decrease) Over 2001 Base	
		Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount	Personnel	Amount
Guaranteed Loan Level		-0-	500,000 -0-	-0-	500,000	-0-	-0-	-0-	-0-	-0-	-0-
Loan Subsidy	Pos./BA	-0-	122,500	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
	FTE/Obl.		-0- 122,500		122,500						
Administration Expenses	Pos./BA	-0-	2,500		-0-	-0-		-0-		-0-	-0-
	FTE/Obl.		-0- 2,500		2,500						
TOTALS	Pos./BA	-0-	125,000	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
	FTE/Obl.	-0-	-0- 125,000	-0-	125,000	-0-		-0-		-0-	-0-

Adjustments to Obligations:

Recoveries

Unobligated balance, start of year (125,000)

Unobligated balance, transferred

Unobligated balance, end of year 125,000

Unobligated balance, expiring

Financing from Transfers:

Transfer from other accounts (-)

Transfer to other accounts (+)

Appropriation	125,000	-0-	-0-	-0-	-0-
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Department of Commerce
Departmental Management
Emergency Oil and Gas Guarantee Loan Program
SUMMARY OF FINANCING
(Dollar amounts in thousands)

	<u>1999 Actuals</u>	<u>2000 Currently Available</u>	<u>2001 Base</u>	<u>2001 Estimate</u>	<u>Increase/ (Decrease) Over 2001 Base</u>
Total Obligations	-0-	125,000	-0-	-0-	-0-
Offsetting collections from:					
Federal funds					
Trust funds					
Non-Federal sources					
Recoveries					
Unobligated balance, start of year		(125,000)			
Unobligated balance, transferred		-0-			
Unobligated balance, end of year	125,000	-0-			
Unobligated balance, expiring		-0-			
Budget Authority	<u>125,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Financing:					
Transfer from other accounts (-)					
Transfer to other accounts (+)		-0-			
Appropriation	<u>125,000</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>

Department of Commerce
Departmental Management
Emergency Oil and Gas Guarantee Loan Program
SUMMARY OF REQUIREMENTS BY OBJECT CLASS
(Dollar amounts in thousands)

Object Classes	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
11 Personnel compensation:					
11.1 Full-time permanent	0	0	0	0	0
11.3 Other than full-time permanent	0	0	0	0	0
11.5 Other personnel compensation	0	0	0	0	0
11.9 Total personnel compensation	0	0	0	0	0
12.1 Civilian personnel benefits	0	0	0	0	0
13 Benefits for former personnel	0	0	0	0	0
21 Travel and transportation of persons	0	0	0	0	0
22 Transportation of things	0	0	0	0	0
23.1 Rental payments to GSA	0	0	0	0	0
23.2 Rental payments to others	0	0	0	0	0
23.3 Communication, utilities and miscellaneous charges	0	0	0	0	0
24 Printing and reproduction	0	0	0	0	0
25.1 Consulting services	0	0	0	0	0
25.2 Other services	0	0	0	0	0
25.3 Purchase of Goods and services from Gov't accounts	0	2,500	0	0	0
26 Supplies and materials	0	0	0	0	0
31 Equipment	0	0	0	0	0
41 Grants, subsidies and contributions	0	122,500	0	0	0
43 Interest and dividends	0	0	0	0	0
99 Total obligations	0	125,000	0	0	0
Less prior year recoveries			0	0	0
TOTAL BUDGET AUTHORITY			0	0	0

Department of Commerce
 Departmental Management
 Emergency Oil and Gas Guarantee Loan Program
 SUMMARY OF REQUIREMENTS BY OBJECT CLASS
 (Dollar amounts in thousands)

Personnel Data	1999 Actuals	2000 Currently Available	2001 Base	2001 Estimate	Increase/ (Decrease) Over 2001 Base
Full-Time Equivalent Employment:					
Full-time permanent	0	0	0	0	0
Other than full-time permanent	0	0	0	0	0
Total	0	0	0	0	0
Authorized Positions:					
Full-time permanent	0	0	0	0	0
Other than full-time permanent	0	0	0	0	0
Total	0	0	0	0	0